| **System / Element** | **Inspection Airline Operator**  **Hazmat / DG Manual / Training** | | **Reg Reference** |  |
| --- | --- | --- | --- | --- |
| **Notes / Prompts / Guidance** | | **Notes** | | |
| **Name**  **Position**  **DG Manual Copy Number**  **Date Amended**  Check amendment status of the manual (Compare with Master DG Manual)  Do your staff have access to the DG Manual. (Canvas staff when appropriate)  Are there DG Manuals in the Aircraft. (Sample when appropriate)  Are there DG Manuals at ports / agents. (Sample if you can) Check amendment status. Compare against Master DG Manual  Who holds master Distribution List. (View)  Have staff been trained in the DG Manual. (Question Staff | |  | | |
| **DG Training**  Group A Staff (DG Accept)  Group B Staff (Cargo Accept)  Group C Staff (Flight Crew  Group C Staff (Load Planners)  Group D Staff (Cabin Crew)  Group E Staff (Check-in & Ramp Staff)  Casual Temp Staff (Applicable to relevant Groups)  ***International Operators Only (See CASR 92.130 for specifics)***  ***How does Operator ensure employees undertakes training iaw the Law of the State or ICAO/ IATA.***  ***How does Operator ensure that training records required by that law or ICAO are kept.***  ***Has the operator evaluated that training.***   * ***When last done*** * ***Sample Results*** | |  | | |
| DG Training Records as per 92.145, do they contain   * Employee Names, * Level of training received eg Groups A, B, C, D, or E * Is level of training appropriate to duties performed * Date on which trained * Person and organisation who trained them * Reference Number eg CASA\Approval Number     How is training kept current. Manual / Computer?  Who is responsible for maintaining records  Where records held  Sample Names / Cross reference names on duty roster / pay list against names on the DG Training record  Minimum sample of 5% | |  | | |
| DG Posters / Info at Check-in, baggage collection areas, ticket issuing point.  DG Posters / Info at Cargo / DG Acceptance Counter  Weighing devices  Calibrated Y-N Date  Cargo / Mail carried. Yes / No  Approximate amount cargo moved outbound / inbound  Per week  Approximate amount of DG moved in out Per week  Cargo Agents who are they  Is there an agreement in place with the cargo agents  Where is authority documented for agents to undertake this responsibility for or on behalf of the operator. View  Are dangerous goods cargo accepted and by whom  What classes of DG are carried | |  | | |
| Walk through cargo / dangerous goods acceptance system  Documentation Blank (Generally held in the freight area)   * NOTOCS * Acceptance Checklists * Shippers Declarations * Airway Bills (if applicable) * Hazard / handling labels * Rejection Labels   Documentation Complete (Generally held in the freight area or on Flight Files)   * NOTOCS * Acceptance Checklists * Shippers Declarations * Airway Bills (if applicable)   Retention of Documents (90 Days)  Current IATA Y / N  Year Edition  Addendum status (if applicable)  DG Hazard Labels Y / N  (Class Labels relevant to DG carried) | |  | | |
| Handling Labels Y/N  Reject Labels Y/N  DG Storage Area eg.   * Cool clean dry area (Away from elements) * Segregation chart * Emergency Contacts * Fire Extinguisher * Signed posted   Declaration on Con Note for general cargo (Inspect a number of pieces of cargo) If possible   * Are the Con Notes signed   DG Incident Report. How do they report DG incidents. Walk through process  What do agents/staff know of the new DG Legislation  What is the process for informing agents / staff of changes to the legislation consequently the DG Manual  Who is responsible for this  Is there a follow up process with agents after there has been changes to the DG manual | |  | | |
| Operator approved dangerous goods. Eg electronic wheelchairs, oxygen for medical use, ammunition use;  Explain the process for approval.  Who has the authority to give approval and how is this done.  (Don’t expect to know off top of head but if they go to DG Manual for answer OK).  Does the company have a safety policy  What do staff know of the company Safety Policy  How are Incident Reported  What is the process after an incident has been reported.  Is there feedback on those reports.  Is there a time frame from when incidents reported to when issued addressed. | |  | | |
| **Have** you undertaken audits on your ports / agents for  DG/ cargo process.  DG Training  DG Training Records  DG Storage area  See audit results | |  | | |
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